

INSTRUCTIONS FOR CHECK-IN/CHECK-OUT REPORT, MOTHERSHIP

1. TIME LIMIT AND SUBMITTAL.

Use a separate Check-in and Check-out	<p><u>Processor type.</u> If a Mothership is functioning simultaneously as a Catcher/processor in the same reporting area, the operator must submit a separate check-in report, one for catcher/processor and one for mothership. Upon completion of simultaneous activity, the operator must submit a separate check-out, one for catcher/processor and one for mothership.</p>
	<p><u>Gear Type</u> If groundfish are received from the same reporting area but were harvested with more than one gear type, submit a separate form for each gear type.</p>
	<p><u>COBLZ or RKCSA</u> If groundfish received were caught using trawl gear, submit a separate form if harvested in the COBLZ or RKCSA.</p>
	<p><u>CDQ.</u> For each Western Alaska Community Development Quota (CDQ) Program CDQ number. If operating under more than one CDQ number, use a separate report for each.</p>
	<p><u>Research Program.</u> If under a research program, record the research program number.</p>
	<p><u>Experimental Fishery.</u> If under an experimental fishery; record the experimental fishery number.</p>
	<p><u>Reporting Area.</u> For each separate reporting area from which groundfish harvest is received, except 300, 400, 550, or 690.</p>

CHECK-IN REPORT.

Before a mothership commences receipt of groundfish from any reporting area except 300, 400, 550, or 690, the operator must submit by FAX a check-in report (BEGIN message) to the Regional Administrator.

The mothership must check-in to the reporting area(s) where groundfish were harvested and may be checked into more than one area simultaneously.

If receiving fish under a CDQ allocation, the operator must submit by FAX a check-in report (BEGIN message) to the Regional Administrator prior to receipt of CDQ groundfish from each CDQ group..

CHECK-OUT REPORT.

If a mothership completes receipt of groundfish, the operator must submit by FAX a check-out report to the Regional Administrator within 24 hours **after receipt of fish from that reporting area is complete.**

If a mothership is checked-in to multiple reporting areas, the operator must submit a check-out report for each reporting area by FAX.

If receipt and processing under a CDQ allocation is complete, the operator must submit by FAX a check-out report (CEASE message) within 24 hours after receipt and processing for each species under each CDQ allocation has ceased.

End of fishing year. If a check-out report has not previously been submitted during a fishing year, the operator must submit a check-out report at the end of that fishing year, December 31.

2. TRANSIT BETWEEN REPORTING AREAS.

If a Mothership is transiting through a reporting area and is not fishing or receiving fish, a check-in or check-out report is not required from that area.

3. REQUIRED IDENTIFICATION INFORMATION

Original/revised Report.

If Check-in/Check-out Report is the first one sent for this date and reporting area, check "ORIGINAL REPORT".

If Check-in/Check-out Report is a correction or addition to a previously sent report for this date and reporting area, check "REVISED REPORT."

Vessel Name. Enter the name of Mothership as listed on the Federal Fisheries Permit.

ADF&G Processor No. Enter State of Alaska Department of Fish & Game (ADF&G) processor code.

Federal Fisheries Permit Number. Enter Federal Fisheries Permit number (AK9).

Representative Information.

Enter name, telephone number, and FAX or TELEX number of representative.

COMSAT No. Enter the satellite communications number of the vessel (if available).

Management Program. Check to indicate:

CDQ. Whether this activity is under the Western Alaska Community Development Quota (CDQ) Program; if yes, record the CDQ number. If operating under more than one CDQ number, use a separate report for each.

AFA. Not applicable for mothership.

Research Program. Whether harvest is under a research program; if yes, record the research program number.

Experimental Fishery. Whether harvest is under an experimental fishery; if yes, record the experimental fishery number.

Processor Type. Circle to indicate mothership.

Gear Type. Circle the gear type used to harvest the groundfish.

4. REQUIRED INFORMATION, BEGIN MESSAGE.

Date And Time. Enter date (month-day-year) and time (to the nearest hour, A.l.t.) that receipt of groundfish begins.

Latitude/longitude. Enter latitude and longitude of position in degrees and minutes (e.g., 54 30' N, 167 45' W) where groundfish receipt is begun. Option: record to the nearest second or fraction of minute.

Federal Reporting Area. Circle the reporting area code where groundfish receipt begins.

COBLZ or RKCSA. If harvest was caught using trawl gear, indicate whether catch was harvested in COBLZ or RKCSA.

Primary And Secondary Target Codes.

List the two main species you expect to process next week. If intended target species changes but reporting area remains the same, do not submit a new BEGIN message.

5. REQUIRED INFORMATION, CEASE MESSAGE.

Enter date (month-day-year), time (to the nearest hour, A.l.t.) and latitude and longitude of position in degrees and minutes (e.g., 54 30' N, 167 45' W) where the last receipt of groundfish was made.

Federal Reporting Area. Circle the reporting area code to indicate that receipt of harvest from that reporting area is completed.

02/04/00